DAKOTA NURSING PROGRAM

Bismarck State College • Dakota College at Bottineau • Lake Region State College • Williston State College

NURS 126 Syllabus - Summer 2025

COURSE: NURS 126: Clinical Practice III

CREDIT HOURS: 3 semester hours (144 lab/clinical hours)

COURSE DESCRIPTION:
Refine nursing knowledge, skills, and ethical comportment in the role of a practical nursing student to provide safe and effective care for clients across the lifespan with stable or predictable health problems and assisting with those whose conditions are critical or unpredictable. Critical thinking, effective and therapeutic communication, nursing process, management of nursing care, and delegation of unlicensed assistive persons are incorporated into the clinical experience.

MEETING TIME:
Summer session begins Monday, May 26, 2025, and concludes on Friday, July 18, 2025. Lab & Clinical times are scheduled at each site. The NCLEX Live Review is scheduled for June 23, 24 & 25 from 0900 to 1600 each day. The review will be in person at the four campus locations and on Teams for the satellite locations. The Comprehensive Predictor is a four-hour exam and will be taken as scheduled per site on Thursday July 3. NCLEX review and testing hours are mandatory clinical hours.

INSTRUCTOR: **Jackie Gibbon, MS, MSN, RN, CNE**
Nursing Instructor
Dakota College at Bottineau - Valley City
101 College St SW
Valley City, ND 58072
Office Hours: email or call for an appointment
Office Phone (701) 845-7683 (leave message)
jaquelyn.gibbon@dakotacollege.edu

Your campus program director is the contact for this clinical course. See local site schedules for the Clinical Instructors at your location

PREREQUISITES: NURS 120 Foundations of Nursing
NURS 121 Practical Nursing I
NURS 122 Clinical Practice I
NURS 124 Clinical Practice II
NURS 127 Practical Nursing II – Introduction to Medical Surgical Nursing
NURS 145 Introduction to Maternal Child Nursing

COREQUISITES: NURS 129 Nursing Practice III

REQUIRED TEXTBOOKS:
1. Assessment Technologies Institute (ATI) Review Package and Skills Modules for PN students.

2. Burton, M. A. & Smith, D. W. (2023). *Fundamentals of nursing care: Concepts, connections, and skills* (4th ed.). F. A. Davis. (Text/eBook and Advantage)
3. Horntvedt, T. (2023). *Calculating dosages safely: A dimensional analysis approach.* (3rd ed.). FA Davis.
4. Leifer, G. (2023). *Introduction to maternity and pediatric nursing.* (9th ed.). Elsevier
5. Nursing Central by *Unbound Medicine - includes Davis Drug Guide and Davis Lab guide*
6. Silvestri, L. A., & Silvestri, A. (2024). *Saunders Comprehensive Review for the NCLEX-PN® Examination* (9th ed.). Elsevier.
7. Thompson, J. M. (2022). *Essential Health Assessment*. (2nd ed.). F.A. Davis.
8. Williams, L. S., & Hopper, P. D. (2023). *Understanding medical surgical nursing* (7th ed.), Philadelphia, PA: F. A. Davis.

 SPECIAL TECHNOLOGY UTILIZED BY STUDENTS:
Requirements for each student in this course include:
1. Microphone: any microphone, either internal or external
2. Webcam: 320×240 VGA resolution (minimum) internal or external
   a. Students will be attending class, meetings, and making recordings so the microphone and webcam need to be in good working order.
3. Desktop or laptop computer. Do not use Google Chromebooks/Microsoft Surface/Android tablet/iPad as they are not supported in all testing environments and in some of the online activities.
4. Printer (optional, for class handouts)
5. Reliable, high-speed internet
6. Desktop Browser – use Google Chrome or Mozilla Firefox
7. Access to word processing software that can produce, reading, and saving files in the following formats: **.doc, .docx, .pdf, .htm, .html, .rtf, .ppt, .pptx**
8. Access to Adobe Acrobat Reader© to open PDF files that are used during the course.
9. Log into the LMS Blackboard *daily* to keep abreast of course announcements, weekly content, and Grade Center.
10. Successfully navigate and adhere to technology requirements for all instructional platforms utilized in the course.
11. ATI technical requirements: https://www.atitesting.com/technical-requirements

STUDENT LEARNING OUTCOMES (SLOs) (With Related Learning Activities and Evaluation):

NURS 126: Clinical Practice III			
Program (SLOs)	**NURS 126 Course (SLOs)**	**Learning Activities**	**Course SLO Evaluation**
Teamwork and Communication Participate as a member of the interdisciplinary health care team through effective communication in the delivery and management of client care.	1. Participate as a member of the interdisciplinary health care team through effective communication and collaboration in the delivery and management of client care.	• Clinical & Lab activities - Interprofessional Learning Specialty Clinical - Specialty Clinicals - Simulations - Clinical experiences - Mental Health Clinical and SBAR voice thread • ATI resources and exams	• Clinical performance evaluation • Grading rubric for simulation • Grading rubric for Specialty Clinical Paperwork • Grading rubric for Mental Health Clinical- SBAR VoiceThread and narrative

		- ATI PN Management Practice and Proctored exams - ATI PN Comprehensive Predictor Practice and Proctored exams	• Grading rubric for Interprofessional Learning Specialty Clinical • ATI exam results • ATI Engage Fundamentals
Professionalism and Leadership Incorporate professional standards and scope of practice as a certificate practical nurse while pursuing professional growth within legal, ethical and regulatory frameworks**.**	2. Incorporate professional standards and scope of practice as a certificate practical nurse while pursuing professional growth within legal, ethical, and regulatory frameworks.	• Clinical & Lab activities - Specialty Clinicals - Leadership Specialty Clinical - Clinical experiences - Simulations - IV lab - ATI Skills Modules- IV and Central Venous Access Devices • ATI Management exam	• Clinical performance evaluation • Preceptor Evaluation of Student- Specialty Clinical • Grading rubric for simulation • Grading rubric for Leadership Specialty Clinical • Grading rubric for Specialty Clinical Paperwork • ATI Skills Module and exam results • ATI Engage Fundamentals
	3. Use delegation skills to manage client care for clients across the health-illness continuum in collaboration with other members of the health care team.	• Clinical & Lab activities - Leadership Specialty Clinical - Clinical experiences • ATI resources and exams - ATI PN Management Practice and Proctored exams - ATI PN Comprehensive Predictor Practice and Proctored exams	• Clinical performance evaluation • Grading rubric for Leadership Specialty Clinical • ATI exam results • ATI Engage Fundamentals
	4. Accepts accountability for own professional behavior and development.	• Clinical & Lab activities - Leadership Specialty Clinical - Specialty Clinicals - Clinical experiences, assignments, and paperwork - Simulation - ATI Skills Modules - Mental Health Clinical	• Clinical performance evaluation • Preceptor Evaluation of Student- Specialty Clinical • Grading rubric for Leadership Specialty Clinical • Grading rubric for simulation • Grading rubric for Mental Health Clinical- reflection journal • ATI Engage Fundamentals

Client Centered Care Provide culturally competent care for clients while promoting their self-determination and integrity.	5. Provide culturally competent care for clients while promoting their self-determination and integrity. 6. Provide health care information and reinforce established teaching plans for clients	• Clinical & Lab activities - Simulations - Clinical experiences - Mental Health Clinical	• Clinical performance evaluation • Performance Rubric • Grading rubric for clinical paperwork • Grading rubric for Mental Health Clinical- reflection journal • Data Collection and Clinical Judgment Tool • ATI Engage Fundamentals
Evidence Based Practice and Nursing Judgment Utilize the nursing process, science, and clinical reasoning to provide quality evidenced-based client care.	7. Utilize the nursing process, science, and clinical reasoning to provide quality evidenced-based client care.	• Clinical & Lab activities - Mental Health Clinical - Assignments - Clinical experiences - Specialty Clinicals • ATI exams: - ATI PN Management Practice and Proctored exams - ATI PN Pharmacology Practice and Proctored exams - ATI PN Comprehensive Predictor Practice and Proctored exams	• Clinical performance evaluation • Grading rubric for clinical paperwork • Grading rubric for virtual simulation • Grading rubric for Specialty Clinical Paperwork • Grading rubric for Assessment Nurse Specialty Clinical • Grading rubric for Mental Health Clinical- Mental Health Assessment and Narrative • ATI exam results • Data Collection and Clinical Judgment Tool
Quality Improvement and Safety Employ evidence-based decision making to deliver safe and effective client care and to evaluate client outcomes.	8. Employ evidence-based decision making to deliver safe and effective client care and to evaluate client outcomes.	• Clinical & Lab activities - Simulation - Assignments - Clinical experiences - Specialty Clinicals	• Clinical performance evaluation • Virtual Simulation Performance Rubric • Preceptor Evaluation of Student- Specialty Clinical • Grading rubric for clinical paperwork • Grading rubric for simulation • Grading rubric for Specialty Clinical Paperwork • Data Collection and Clinical Judgment Tool • ATI Engage Fundamentals
Informatics Utilize appropriate technology to communicate effectively and	9. Utilize appropriate technology to communicate effectively and manage information	• Clinical & Lab activities - Assignments - Clinical experiences - Specialty Clinicals	• Clinical performance evaluation • Performance Rubric • Data Collection and Clinical Judgment Tool • ATI Engage Fundamentals

manage information in the delivery of client care.	in the delivery of client care.		

GRADE BREAKDOWN: 35% - Clinical written work
35% - Clinical performance
10% - Other assignments (ATI skills modules, ATI non-proctored, etc.)
20% - ATI NCLEX-PN Proctored Exams- PN Management, PN Pharmacology, and PN Comprehensive Predictor
100% Total

GRADING POLICY:
The following grading scale is used:

92.0	-	100.00	= A
84.0	-	91.99	= B
76.0	-	83.99	= C
68.0	-	75.99	= D
Below 68			= F

There will be no rounding up of grades during the semester.
There is no extra credit offered.
Final exams will not be given early. Plan to be in school until the final day.

NCLEX REVIEW PROGRAM NURSING REVIEW PROGRAM:
The Dakota Nursing Program requires students to purchase and complete an ATI Nursing Review Program. This program is complete with review modules (Books or eBooks, Skills Modules, Online Practice Assessments, and Proctored Assessments). Please review the complete ATI policy in your student handbook for preparation policy, remediation policy, and grading levels.

GRADING:
Course and clinical grades are based on various activities and assignments designated by the faculty. The criteria by which grades for each theory and clinical course are determined are included in course syllabi distributed to students. Students have access to and should review the learning management system grading calculation method.

Students are responsible for knowing what their grades are during the course. Please review the gradebook frequently. If an assignment or exam in the student's gradebook says the assignment or exam has not been submitted or has not been entered, it is then treated as a fact that the student did not do the assignment or exam unless the student has written proof that they did in fact complete and submit such assignment/exam as outlined in the directions. Make sure your assignments are submitted well before the due date to ensure timely submission.

Please see your Dakota Nursing Student handbook for the exam and review/remediation procedure, attendance policies, and grading policies in addition to the information listed below.

Grades: Grades are given for both theory classes and clinical performance of clinical nursing courses. Students must earn a minimum grade of C with a maintained 2.5 GPA or better in all required program courses. Students who fail a theory or clinical course will be dismissed from the nursing program. Students who receive a D or F in a theory or clinical course will be dismissed from the nursing program. Whenever a student has unsatisfactory grades during the semester, they should contact the instructor for guidance.

Clinical Grades: Grades are awarded in clinical courses based on the student's ability to apply knowledge and skill to client care, to meet the clinical objectives for the course, and to give safe, reliable nursing care. The clinical instructor evaluates student performance after every clinical experience. Periodic written evaluations on student progress will be individually reviewed and signed by each student during student evaluation sessions. Responsible members of the health team may also contribute their observations of students' performance to be added to the evaluation of students.

Incomplete Grades:
Incomplete grades will be given to a student only when extreme circumstances have prevented the student from completing all work by the end of the term and will be given at the discretion of the faculty as written in the student's home campus college catalog. An incomplete grade must be made up within four weeks of the end of the semester following that in which the incomplete grade was received. Work not completed by that time will be converted to the grade indicated by the instructor.

Active Learning:
In addition to educational strategies such as reading, listening, and reflecting, when appropriate this class makes use of learning techniques commonly known as active learning. Students should expect to participate in active learning techniques such as discussions and presentations, small group activities, writing, problem-solving, movement, case studies, role-playing, etc. These activities promote analysis, synthesis, and evaluation of class content to improve student learning outcomes.

Artificial Intelligence:
Artificial Intelligence (AI) programs such as Microsoft Co-Pilot, may be required in nursing courses to help generate ideas and develop skills in using AI tools. Do not use AI unless it is specifically required in your assignment directions. Your college plagiarism policy will be followed if AI is not used in an ethical, transparent manner.

AI is a tool; it does not replace your critical thinking skills. It should give you ideas that you would then verify against other reliable sources. You would then paraphrase that material in your own words and cite the reliable source.

Note that material generated by AI programs is often inaccurate and incomplete. Don't trust what AI says unless you can back it up with a credible source. Note that material generated by an AI program may change each time you access that URL. Generative AI is not a reputable source.

Assignments/Quizzes/Clinical Paperwork:

All assignments must be completed and submitted on time in the manner specified by the faculty. Students may fail the course if all assignments are not completed. Late/makeup work will not be accepted (student will receive a 0%) unless previously arranged with the instructor or impacted by extenuating circumstances.

Progressive Deductions:
If a student consistently disregards feedback or fails to improve on their paperwork, the instructor may apply progressive deductions. These deductions could escalate with each infraction. This is to encourage students to engage more actively in their learning process.

Attendance Policy:
The Dakota Nursing Program supports the college policy on attendance as stated in your college catalog. In addition, the nursing program implements strict attendance policies for classroom, lab, and clinical experiences as outlined in the nursing student handbook. Students are expected to attend all theory, lab, and clinical hours.

Regular, punctual attendance demonstrates safe and professional behavior and responsibility. In recognition of the fact that primary learning takes place in the teacher-student relationship, the principle governing class attendance is that the student is expected to attend all regularly scheduled classes (classroom, laboratory, and clinical) and is responsible for meeting course objectives.

Absences may make it impossible for a student to meet course objectives and result in failure of the course. A student may be excused from class or clinical with the approval of the instructor. It is the student's responsibility to notify the appropriate persons in a timely manner as noted in the absence procedure below and then agree on a plan to fulfill missed assignments with the appropriate faculty member.

All makeup work may have a deduction in theory, lab, or clinical applications. All missed hours in lab or clinical need to be made up with an hour for each hour missed. More than four absences in any classroom, lab, or clinical course may result in course failure. Students who are absent from lab or clinical and do not make up the hours, will fail the course. If a student has an agreement with the nursing director to make up the hours, they may be eligible for an incomplete grade following policy at their college.

Exams:
1. Notification for absence from:
   - **Exam:** Students will notify the **program director or satellite site faculty AND the lead course instructor** at least 1 hour prior to an exam. "Notification" for an exam day means that the student sends an email with the appropriate information or speaks directly to the nursing instructor AND program director by telephone or in person.
   - **Theory course on a non-exam day:** Students will notify the **nursing program director or site faculty** at least 1 hour prior to the course start time. "Notification" for theory course day means that the student sends an email with the appropriate information or speaks directly to the program director or site faculty by telephone or in person.
   - Failure to notify the people noted above in the time specified will result in a conference.
2. If a student is absent on an exam day, the following procedure is followed:

- The first missed exam will result in a conference with the program director.
- Any future missed exams will result in an unsafe behavior. Two unsafe behaviors may result in the student's dismissal from the nursing program.
- This policy includes theory course exams, lab course exams (including math) and ATI exams.
- The policy covers all exams in a semester. For example, if a NURS 225 course exam is the first exam missed and there is a NURS 226 exam two weeks later that is missed, then the NURS 226 exam is the second missed exam.
- All exams must be made up within 24 hours following the missed exam, excluding weekends and holidays. Extenuating circumstances will be considered, and subsequent actions will be decided by the nursing program director. The nursing program director may require documentation of extenuating circumstances.
- It is the student's responsibility to contact the nursing program nursing director to arrange a makeup exam.
- Faculty will consult with the program director regarding missed exams as they occur.

Review of Exams
1. Exam blueprints will be available for students.
2. *Test scores (except for math scores, which are immediately available) will be available to the students when the faculty completes the exam analysis. The questions and answers will not be available to the student after the exam. The faculty at the local site will hold a review for each exam.*
3. **EXAM REMEDIATION** *(2024-2025 DNP Student Handbook, Update policy on DNP website:* updated-remediation-requirements-11-8-2024.pdf

MATH REMEDIATION *(2024-2025 DNP Student Handbook, p. 38-40):*
1. **Proctored Quizzes**
   - The purpose of the proctored math quizzes is to prepare the student to successfully complete math exams.
   - If a math quiz score is less than 90%, students will remediate.
     - Students have <u>two</u> proctored remediation attempts to score 90% or greater on quizzes.
     - Proctored remediation needs to be successfully completed one week from the proctored quiz date.
     - After the second unsatisfactory proctored remediation (<90%) the student meets with faculty and an unsafe occurrence form may be initiated along with a program improvement plan if the student is not showing initiative and effort in the remediation process.
     - Students may be required to make an appointment with a math tutor.
   - If a student's score is at a very low level (60% or below) on a quiz, **the student** is responsible to contact a lab instructor to set up a meeting for individual directions on following the remediation process as outlined above.
2. **Exams**
   - The purpose of the math exams is for the student to show competence in the math aspect of medication administration as a part of safe nursing practice.
   - If a math exam score is less than 90%, students will remediate.

- o Students have <u>two</u> proctored remediation attempts to score 90% or greater on exams.
- o Remediation needs to be successfully completed one week from the proctored exam date.
- o If the student fails to pass the first remediation attempt, an unsafe occurrence along with a program improvement plan will be initiated.
- o If the student fails to pass a math competency exam after three attempts (original exam and two remediation attempts), or does not adhere to the remediation process, failure of the clinical course may result.
- The score of the original exam will be the documented gradebook score.

Records of Grades: The faculty strongly endorses the idea that each student is responsible for knowing his/her own academic status based on grades from learning activities. Grades are recorded in the Blackboard Grade Center. All gradebook questions must be addressed by the student to the lead instructor at midterm and then again during the week before finals. There will be no changes accepted to the gradebook regarding absent or late/missed assignments or late/missed exams during finals week. It is the student's responsibility to know what their grades are and contact the instructors or their Nursing Program Director for a plan to improve.

Nursing Department Etiquette: It is expected that students will show sensitivity to their peers as well as instructors by avoiding any activity that may cause distraction during class. Incivility will not be tolerated and is an unsafe behavior. Use of mobile devices and related applications, cameras, side conversations, and children are not allowed in the classroom.

Nursing is a profession and thus requires professional behavior. It is expected that students will act in a professional manner displaying commitment to learning in the classroom, lab, all clinical areas, all college areas, and always in public (including social networking sites when representing the college or the profession of nursing.)

Professional attire and decorum are expected when attending class, lab or clinical either face-to-face or via virtual delivery. During a virtual class, the camera settings will be always on, and microphone settings will be on/off as requested by the faculty. Students will sign in with first and last names and will sign in 5 minutes before class time so faculty can take attendance. Students will be available for the entire class and will engage in discussion or answer questions if called upon. Taking pictures or videos of the other students without their consent is not allowed and is considered uncivil behavior. Faculty and students will strive for an interruption free environment, refrain from driving, refrain from the use of other electronic devices, and not smoking or eating during a virtual session.

Clinical Exclusions: Students may not:
1. Administer medications without appropriate licensed oversight
2. Take verbal provider orders, transcribe provider orders, or sign legal documents
3. Administer blood or blood products
4. Administer chemotherapy
5. Witness consents
6. Titrate drugs

7. Perform skills or procedures that the student does NOT have the educational foundation to perform safely
8. Perform any skill that is excluded by the clinical facility regarding nursing students

Clinical Restrictions:
Students are not to bring children to the clinical site or laboratory. These experiences require full attention and participation. Hazardous equipment and supplies may be accessible to children during laboratory experiences. Clinical site policies restrict children for safety reasons.
Students may not leave the clinical site anytime (including during breaks) during the scheduled clinical hours; this includes visiting their car unless approved by the clinical instructor.
Students may not use tobacco or e-cigarettes on breaks during clinical hours.
Students will follow clinical facility policy on access to mobile devices and related applications during clinical rotations. There are no cameras allowed in a clinical facility unless used for a clinical purpose. **Mobile devices including smart watches will not be accessed for any purpose unrelated to clinical. All mobile devices and related applications should be turned off and stowed away unless they are being used for a clinical purpose.**

Skills Practice and Skills Check-off: All students are required to practice their skills in the laboratory before they complete their skills re-demonstration. Practice time will be determined individually with the expectation that the student must be proficient in the skill before re-demonstrating it. Students must successfully demonstrate competence in performing specific skills in the laboratory before they can perform them in clinical. **Please review the expectations for successful skill re-demonstration in your nursing student handbook.**

Course study expectations: Commitment to learning is important to success. For every semester credit hour, you are taking in a class, three hours need to be set aside in your weekly schedule to read, study, and devote time towards your education outside of class.

For example: NURS 122 (3 credits) x 2 hours =6 hours/week to study (minimal recommended study hours per week.)

Academic Dishonesty: Academic honesty is held in the highest regard within the Dakota Nursing Program. Academic dishonesty will be addressed following the policies outlined in your college catalog. Dishonesty may result in failure of the course and dismissal from the Dakota Nursing Program.

Student Role in Evaluation of Teaching, Course, and Program Evaluation: The Dakota Nursing Program student will evaluate faculty teaching and curriculum in the classroom, lab, and clinical settings. Evaluations are an important source of information for both individual faculty and for program evaluation.

ACCOMMODATION:
To request academic accommodation due to a disability that may limit your ability to fully participate in a class/lab/clinical, please contact the accessibility or disability services office at your college. Personnel from that office will work with you and your instructor to arrange for reasonable accommodation after you have completed the registration process and it has been determined that you qualify. It is the student's responsibility to obtain the request for

accommodation and provide it to the instructor and local campus nursing director. The accommodation must be renewed through the accessibility or disability services office and the course faculty every semester.
Bismarck State College Students: contact the Student Accessibility Office at 701.224.2496
Dakota College at Bottineau Students: contact Disability Support Services Coordinator at 701.228.5425
Lake Region State College Students: contact the Counselor/Disability Services at 701.662.1546
Williston State College Students: contact the Accessibility and Retention Specialist at 701.774.4224

DROP AND WITHDRAW DATES CAN BE FOUND ON YOUR CAMPUS WEBSITE AT:
   BSC – http://www.bismarckstate.edu/current/records/calendarsdeadlines/
   DCB – http://www.dakotacollege.edu/academics/academic-calendar/
   LRSC – http://www.lrsc.edu/academics/term-schedules
   WSC – https://www.willistonstate.edu/admissions/Cost/Important-Dates-and-Deadlines/

If you have any questions about dropping or withdrawing from a class, please contact your campus nursing director or registrar.

ADDITIONAL INFORMATION:
All written work must be completed and turned into the instructor prior to taking any scheduled exam. Any assignments which are not complete and turned in will result in the student failing the course with a grade of F.

Students must read the Dakota Nursing Program student handbook upon admission and submit the signature form showing that the student will agree to follow the information and policies found in the handbook.

Material for this course will be posted onto the Blackboard site. It is your responsibility to check this site for assignments and notes. You are also responsible for knowing your course grade by reviewing the Blackboard gradebook.
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WEB STREAMING (Yuja and Blackboard Collaborate platforms):
Yuja/Blackboard Collaborate are lecture and content capture software chosen by the ND University System to provide that service for its 11 campuses. Yuja/Blackboard Collaborate enables faculty, students, and staff to record presentations, lessons, training, an entire lecture, and more. The recorded content is searchable, provides for notetaking and participant rating of content, can be streamed live, and can be used on portable devices having internet access. Yuja/Blackboard Collaborate integrate with most learning management systems and are ADA compliant.   An instructor's lecture for the DNP is recorded and stored within the learning management system for the duration of the semester. Instructors will record lectures on Yuja/Blackboard Collaborate. Students should be aware that their voices or any presentation they do in class may be recorded on Yuja/Blackboard Collaborate and available via Blackboard for other students in their class to view. The recordings will be available for viewing for the duration of the semester. Watching the class recordings via web streaming does not usually count as attendance for class but is highly encouraged if you are unable to attend class or wish to review concepts covered in class. Please refer to the attendance policy if there are any questions.

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GUEST SPEAKERS:
Guest Speaker Statement: Dakota Nursing Program is committed to presenting timely, innovative educational opportunities for its students. As part of those efforts, DNP faculty may invite guest speakers to address the student members of this course. Under FERPA regulations, such guest speakers are considered volunteers who serve a legitimate educational interest in institutional services or functions. Guest speakers will be informed by the faculty member of their responsibilities under FERPA to ensure student privacy. For more information, please visit the Department of Education's FERPA Student Privacy webpage at https://studentprivacy.ed.gov/

FACULTY/STUDENT COMMUNICATION:
Faculty/students are responsible for checking course announcements in Blackboard, bulletin boards and/or mailboxes as appropriate at each campus for messages each class day. Email is used extensively within the Blackboard Learning Management System; students are responsible for having a working college email account and checking it daily during the semester. Students, staff, and faculty are expected to respond to emails promptly – within 48 hours during a usual work week or as requested. The purpose is to ensure rapid communication between students and instructors. Students must notify the nursing coordinator if their email address changes.

Faculty and students must identify professionally with each contact (mail, email, or telephone). This includes first and last name and identification of location within the consortium.
Example of student identification at end of each email:
Joan Miller
DCB – Minot

Communication between students and faculty should remain on a professional level with no questionable jokes, cartoons, etc. transmitted. Students using the institution's computer labs are reminded that they cannot download information onto the computer hard drives. Any information must be stored on an alternate drive.